

National Institute for Metalworking Skills, Inc. (NIMS)

DANTES Test Centers' Authorization

The National Institute for Metalworking Skills, Inc. (NIMS) authorizes military installations with DANTES test centers to administer Level I and II Machining credentialing examinations to uniformed military personnel.

Background

NIMS is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry. NIMS primary activities include:

- Developing, writing, validating, and maintaining skill standards for each industry
- Documenting through credentials the skills of individuals against the skill standards
- Certifying training programs that train to the skill standards and meet NIMS quality requirements, and
- Assisting states, schools, and companies to form partnerships to implement the skill standards, achieve program certification, and document the skills of trainees and workers with credentials.

NIMS was created by a consortium of metalworking trade associations, national labor organizations, and a council of state governors, companies, and educators.

Address

NIMS
3251 Old Lee Hwy, Suite 205
Vienna, VA 22183

Phone: (703) 352-4971
Fax: (703) 352-4991

Description

Level I Credentials

There are seven credentials that can be earned at Machining Level I:

- Basic Skills:
 - Measurement, Materials, and Safety
 - Job Planning, Bench Work, and Layout
 - Machining Skills:
 - Manual Milling
 - Drill Press Operations
 - Surface Grinding
 - Manual Turning – Chucking
 - Manual Turning – Between Centers
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Level II Credentials

There are nine credentials that can be earned at Machining Level II:

- Surface Grinding
 - Cylindrical Grinding
 - Manual Turning
 - Manual Milling
 - CNC Milling Operations
 - CNC Lathe Operations
 - Drill Press Operations
 - Wire EDM Operations
 - Plunge EDM Operations
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Special Credentials

Level I: An individual successfully earning all seven Level I credentials will be awarded a Credential of Special Merit in Level I skills in recognition of extraordinary achievement.

Level II: An individual successfully earning all Level II credentials will be awarded a Credential of Special Merit in Level II skills in recognition of extraordinary achievement.

Eligibility

Candidacy An applicant registered with the NIMS credentialing program becomes a candidate for a credential and eligible to take the appropriate credentialing exam when a positive Performance Affidavit in one or more credentialing areas is received by NIMS.

Procedures for Earning NIMS Credentials

Procedures A credential is awarded when an individual successfully completes the requirements for the credential. Requirements include a completed affidavit of the performance evaluation and achieving a passing score on the required related theory exam for the credential being sought.

Earning a NIMS credential is a three-step process as follows:

Step	Action
1	Registration with NIMS
2	Performance Evaluation
3	Related Theory Written Exam

Registration with NIMS

Registration Applicants must register their intent to earn one or more NIMS credential by submitting a completed registration form with the required \$40 one-time, nonrefundable registration fee.

Each applicant must have a sponsor from a current metalworking employer or a metalworking training provider secondary vocational education program, adult training program, community college, four-year college, an organized labor training program, or other proprietary training program.

Performance Evaluations

Performance Evaluations

Candidates must successfully meet NIMS performance requirements for the credential being sought to be eligible to take the corresponding written exam. Performance evaluations are designed to provide evidence that the applicant can:

- Read and interpret part prints, including the requisite symbology
- Follow written procedures
- Perform the necessary machine operations accurately
- Make a part as required by the duty cluster in accordance with NIMS specifications
- Observe shop safety rules and practices, and appropriate environmental handling and disposal practices at all times, and
- Use appropriate measuring instruments.

NOTE: Candidates should visit NIMS Web site at www.nims-skills.org for detailed performance requirements for Level I & II.

Sponsor's Evaluation

The applicant's sponsor, normally a work supervisor or training instructor, must attest to four conditions regarding the applicant's performance in satisfying the requirements for a credential:

- The applicant performed the required duties with very little, if any assistance.
 - The applicant performed all the job set up requirements, machine and work area cleaning, and normal preventive maintenance checks, as required for the applicable credential.
 - At all times and through practice the applicant demonstrated a working understanding of shop safety procedures.
 - The applicant's performance in making the required part met or exceeded NIMS specifications and tolerances as communicated on the part print and corresponding evaluation sheet. All specifications and tolerances called out on a print must be met.
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Performance Evaluations, Continued

MET-TEC's Evaluation

An applicant's performance in machining the required part for a particular Machining I or II credential must be evaluated by a local area committee referred to as a METalworking Technical Evaluation Committee (MET-TEC).

Related Theory Exam

The related theory exam covers the related theory and knowledge skills needed to meet the requirements of a job duty cluster which defines a credentialing module. A nonprogrammable calculator is recommended.

A Study Guide for NIMS written exams is sent to the candidate upon receipt of a paid registration.

NOTE: Applicants should visit the NIMS Web site at www.nims-skills.org for a detailed description of exam contents for Level I and II exams.

How to Obtain an Application

Applications

Applicants should complete the applicant portion of the registration form. Sponsors will complete the sponsor portion of the registration.

Sign and date the registration form and send with the \$40 registration fee to:

**NIMS
P.O. Box 367
Dekalb, IL 60115**

Once registration forms and fees are received, NIMS will send to the :

Sponsor

- Evaluators Guide for Performance Evaluations (contains part prints)
- Study guide for NIMS credentialing Exams (reference copy)

Applicants

- Instructions for Credentialing Candidate (contains part prints)
 - Study guide for NIMS Credentialing Exams
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Certification Fees

Certification Fees

A check or money order must accompany the non-refundable registration fee in the amount of \$40. The fee for each Level I exam is \$35, and each Level II exam is \$50.

The prospective examinee must coordinate with the supporting Education Center, Navy College Office or Marine Corps Lifelong Center to obtain a letter on command stationery stating they will administer the exam.

NOTE: No more than three exams may be scheduled for an individual on any given exam date, provided that all supporting Performance Affidavits have been completed and received by NIMS.

Exam Regulations and Materials

Regulations & Materials

The examination time is 90 minutes. Applicants must be on time for their scheduled exam. Applicants who arrive late will not receive the full exam time allowed.

Candidates shall bring a valid photo ID, soft lead pencils (#2), a good eraser, and a nonprogrammable calculator. The *Machinery's Handbook* or the *Student's Shop Reference Handbook* may be used for reference during the exam. No other reference materials are permissible during the exam.

Exam Retake Policy

Exam Retakes

In the event a candidate does not pass an exam, he or she will be given two opportunities to retake the exam. If the first attempt is unsuccessful, the individual must wait six months before scheduling the second retake.

A fee of \$25 is required for each retake attempt. Failure to pass a given credentialing exam within three attempts will invalidate the candidate's Performance Affidavit. If this occurs in Level II credentialing, the candidate will be required to earn the corresponding Level I credential, if not already held, before becoming eligible to restart the Level II credentialing process.

Test Results

Release of Test Results	<p>NIMS will mail the candidates their exam results within five weeks of the exam date. The appropriate credential will be awarded if the examinee achieves a passing score.</p> <p>NIMS will inform the candidate of the failed exam section if the examinee does not receive a passing score.</p>
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Administration

Military Administration	<p>DANTES TEST CENTERS MAY ADMINISTER THE NIMS LEVEL I AND II CREDENTIALING EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS MILITARY REGULATIONS PROVIDE OTHERWISE.</p>
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Civilian Administration	<p>DANTES test centers may administer the NIMS Level I and II credentialing examinations to the following civilians on an UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS according to local command policy and Service regulations:</p> <ul style="list-style-type: none">• Retired military personnel• Military family members• Veterans, and• U.S. federal employees
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Maintaining Professional Certification

Recertification A credential issued to certify that the candidate has demonstrated the performance and knowledge skills for a duty cluster (credentialing module) recognized by NIMS shall be effective for a period not to exceed five years from the date of award.

Any individual holding one or more NIMS credentials will be notified in writing that the credential will expire in 90 days.

Normally, an individual can maintain a credential by submitting a Qualification Record to NIMS 30 days prior to the expiration date of the credential. The Qualification Record documents the work history of the individual during the period in which the expiring credential is held.

Problems

Problems If information pertaining to the examination is not received in a timely manner or if you have questions, please call (703) 352-4991.

Examination Preparation

Study Materials New registrants will automatically receive the applicable *Study Guide for NIMS Written Exams*. Previously registered individuals should contact NIMS to request a copy of the study guide.

Security

Test Loss or Compromise

Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is a NIMS test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete instructions if there is a NIMS test loss or compromise.
DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20 F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Official Source of Information

NIMS Certification Examination

The NIMS Web site is the official source of data about the Level I and II credentialing examination, to include information about their costs, the qualifications of individuals who may hold these certifications, and any other information pertaining to the credential.

Web Pages and E-mail Addresses

DANTES Web Address

Access the DANTES web pages at <http://www.dantes.doded.mil>.

NIMS Web Address

Access the NIMS web page at www.nims-skills.org.

DANTES E-mail Address

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
